

Teamwork Techniques

Lesson Plan

DURATION: 50 Minutes

TEACHING METHOD: Lecture/Discussion/Exercise

REFERENCES: Student Guide

TEACHING AIDS/HANDOUTS: Student Guide, slide presentation

READING ASSIGNMENT: Student Guide

Lesson Objective:	Discuss the importance of teamwork and identify techniques to encourage teamwork within your unit.
Behavioral Objectives: At the end of this segment students will be able to:	<ol style="list-style-type: none">1. Describe the concept of teamwork.2. Discuss the importance of teamwork and cite specific examples of effective teamwork.3. Discuss different ways to encourage teamwork and build team spirit.4. Discuss how to maintain teamwork, or unit cohesion, once it is established.

LESSON STRATEGY

The purpose of this segment is to get commanders thinking in terms of the group effort, or the team. Teamwork will be defined in common terms, and the case will be made to encourage the group effort at the unit level. Finally, several simple concepts and techniques will be discussed to build teamwork within the unit.

Emphasis should be placed on the concepts themselves. Students should know the reasons why they need to instill a sense of team and how they can achieve this, in a practical way.

Though the presentation is a lecture format, use questions from your own experience and some your own examples to foster discussion. The students may learn more in this segment when they begin making the connections on their own. Do not be afraid to ask "Why?" questions to comments students provide.

Remember this is a basic level course; the main focus is on common sense concepts and practical application.

The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

LESSON OUTLINE:

MAIN POINTS:

- I. Importance of the group effort
- II. Team building techniques
- III. Maintaining unit cohesion

Teaching Plan

Lesson Objective:

Discuss the importance of teamwork and identify techniques to encourage teamwork within your unit.

ATTENTION:

There is much truth to the old sports cliché, "There is no 'I' in 'Team.'" It is no secret that when people work together, time moves faster, things are done quicker, and with higher quality.

MOTIVATION:

As a commander, achieving a sense of team within your unit will make your life a lot easier. Not just because it lessens the time you may spend as a referee, but also because it increases unit efficiency and makes the time your people spend together more pleasant. When your people go off in many different directions without a unified goal, nothing is achieved. It is only when people work together with a single goal that results are produced.

OVERVIEW:

Over the next 95 minutes, we'll talk about how promoting teamwork can help you. We'll look at some basic teambuilding techniques, and take part in a simple exercise to help you highlight the effective teams that you've been a part of and identify what made those teams so effective.

Transition:

STATE: Inherent in any effort to build a more efficient squadron is the importance of building the team. The unit must become as one to be effective.

MP I. Importance of the group effort

- A. Discuss why this is important.
- B. Describe how important it is to the unit commander.
- C. Historical Perspective - Example:
 - 1. The team: America
 - 2. The coach: President Franklin D. Roosevelt
- D. What it means to you:
 - 1. The commander is the coach of the team.
 - 2. But since units are not teams automatically, the commander must make the unit into a team.

MP II. Team building techniques

- A. The basic foundation for motivation.
- B. Definition: a group is a collection of people, the binding agent is a purpose, task, or event a team is a group taken to a higher level.
- C. Teamwork don'ts.
 - 1. Don't micromanage.
 - 2. Don't withhold information, or work around members.
- D. Teamwork do's:
 - 1. Articulate a goal everyone can identify with.
 - 2. Provide a plan or job for each member.
 - 3. Provide a mechanism for communication.
 - 4. Create an environment conducive to work.
 - 5. Provide effective feedback.

6. Provide motivation.

MP III. Maintaining unit cohesion

- A. Use the team, exercise it.
- B. Avoid having one or two members constantly support the team.
- C. Handle problems within the team quickly and fairly.
- D. Remember that building a team is an ongoing process.
- E. When possible, communicate with the smaller teams in the unit by using their team leaders:
 - 1. Flight commanders.
 - 2. Team leaders.
 - 3. Board chairs.

Questions and Answers

Student Guide Questions:

Why is teamwork important?

It concentrates group efforts towards a common goal.

Field any questions that the students may have.

Conclusion

SUMMARY:

Promoting teamwork can help you make the time your people spend at the unit more effective because they will work together to more effectively achieve unit goals.

CLOSURE:

Just as the squadron needs to work in balance, the squadron's missions need to be balanced to ensure it carries out CAP's mission effectively. While many squadrons specialize in a certain area, it's important to understand that squadrons must understand and work to accomplish all of CAP's missions. It is essential the commander remember that the missions work to benefit each other. In the next section, we'll discuss how to effectively integrate all of CAP's missions into your squadron operations.